Health Data Content and Structure
HITT 1301 088
Spring 2025

COURSE SYLLABUS

Instructor: ***Karen Duck, MS, BAAS, AAS, CMA (AAMA)***
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Classroom: Online
Office: UHS 102

Course Description

This course is an introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health-related information including content of health record, documentation requirements, registries, indices, licensing, and regulatory agencies, forms, and screens.

Required Text:

- ***Essentials of Health Information Management, Principles and Practices, 4th Ed., M.J. Bowie & M.A. Green. Cengage: 2019***

- ***Online access for MindTap: Access included with tuition.***

Course Learning Objectives

Upon successful completion of this course, the student should be able to:

- Analyze health record content
- Describe health information management department function and purpose
  Differentiate between the various types of health care facilities and their records
- Identify the various licensing and regulatory agencies in the healthcare industry
- Be able to complete objectives related to each chapter of the text

Course Policies:

To ensure you have all key information available to you off-line, it is highly recommended that you print the student syllabus and course calendar for your reference.

Attendance:

This is an online course – there is no on-campus attendance for this course. Attendance is not recorded for this class. It is recommended that you log-on to your classroom at least twice daily to ensure you are aware of announcements, assignments, discussions,

and testing. The course week begins on Monday at 12:01am and ends on Sunday at 12:00 midnight. Days of the week correspond as follows:

Monday – Day 1
Tuesday – Day 2
Wednesday – Day 3
Thursday – Day 4
Friday – Day 5
Saturday – Day 6
Sunday – Day 7

Instructional Methods and Tools:

The instructional methods and tools are tied to the course and chapter learning objectives by allowing the student to research, discover, and perform the differing educational exercises within the MindTap Learning Platform and class discussion forums. This course uses the following tools to aid students in successfully achieving the learning objectives in this course:

1. The MindTap Learning Platform will be used for the majority of assignments in this course. The platform contains different learning tools that include videos, homework assignments, learning labs, tests and quizes, and simulated claim scenarios.
2. Weekly discussion questions.
3. Additional articles, lectures, and video demonstrations supplied by the instructor.

Evaluation and Grading Criteria:

Exams will be given each week and will cover information contained in your text, class discussions, MindTap learning tools, and any additional materials given by the instructor. If there is an alteration in the class calendar, the change will be announced in the "announcements" section of Blackboard. There are **NO** make-up exams and I do **NOT** accept late assignments! All assignment due dates are listed in the course calendar and under the description of the actual assignment. If you have a conflict with the date, it is your responsibility to contact me in advance of the due date to make arrangements for alternate submission. Failure to do so will result in a grade of zero for the assignment. **It is your responsibility to ensure that your assignments are submitted on or before the due date!** I do understand that there are unforeseen circumstances (such as a death in the immediate family and hospitalization) that may not allow you to post assignments by the due date. Please contact me as soon as possible to arrange for an extension. **Technology issues are not valid reasons for missing deadlines**. Please ensure that your computers are updated with the correct software. A list is available on the "Home Page" of our classroom of criteria and functionality needed for the MindTap learning platform. Course weeks closes on Day 7 at 11:59pm.

The instructor will **not** drop students from the course rolls for any reason. If the student decides not to complete the course, it is the responsibility of the student to officially drop the course through the Registrar's office. Failure to do so will result in an "F" being awarded in the course.

Grade Policy

Student Contract & DQ's	15%
MindTap Assignments, Test & Papers	55%
Final Comprehensive Exam	30%

Grading Scale:

The grading scale of all graded activities combined will be the following

90% - 100%	**=**	**A**
89% - 80%	**=**	**B**
79% - 75%	**=**	**C**
Below 75%	**=**	**F**

** A minimum of a "C" is required to pass this course.

Drop Policy: The last day to **drop with a grade of "W"** is Thursday, **April 10, 2025.**

Grades will be posted online under **"My Grades"** in Blackboard. Grades will be posted no later than day 7 of the following week in which the assignment was due. For example, if your assignment was due in Week 3, you will receive grades on that assignment on or before Day 7 of Week 4. MindTap grades will automatically post to your grade book after you have submitted the assignment. I do review tests and worksheet assignments for computer errors and may award credit for answers that I feel are correct.

I will log in to the course at least 4 times during the week to monitor the weekly **Discussion** area. General feedback will be provided in the **Discussion** area or in the **Announcements** area. Be sure to check your announcements each time you log in. This is where I will notify you of any changes to the weekly assignment or any other course updates. Questions or comments related to the course that may benefit the entire class should be made in the **Ask the Instructor** area of the Discussion Board. I, as your instructor, will post a response to each student's initial post. I will also check the **Ask the Instructor Area** for your questions or comments. If you have an urgent question or issue or you need more personal feedback, you are encouraged to contact me via email (preferably) or by phone. Please identify yourself when contacting me by phone or text.

Academic Dishonesty

Academic dishonesty is considered an act of cheating. Each student has a responsibility to follow the college policies regarding academic dishonesty which are found on page 86 in the Northeast Texas Community College General Catalog. Please see my letter regarding Academic Integrity found on BlackBoard under **"Start Course Here"**

Any student found guilty of academic dishonesty, the issue will be dealt with per NTCC's policies and may receive a grade of "0" for that assignment. A second violation will result in failure of the course.

Online Communication:

Since this is online course and we do not interact face-to-face, <u>good communication within the online environment is essential.</u> Please read "The Core Rules of Netiquette" posted under **"Start Course Here."**

If you have any questions regarding course content or questions related specifically to the class, please post them in the **"Ask the Instructor Forum"** posted under **"Start Course Here" or "DISCUSSIONS."** Please take advantage of this forum as all students may benefit from your knowledge. If you have a personal question or situation, please email me directly. I make it a policy to answer all emails within 24 hours of receipt of the email. If I do not respond to you in 24 hours, please text me. As with electronic transfer of information (Internet connection issues), I may not have received your email. I also make it a point to log-on to our classroom frequently each week. If for any reason I will be unavailable during the semester, I will post the information under the "**Announcements**" tab.

It is important to always check your **NTCC E-mail, the Discussion** area, **Announcements**, and the **Ask the Instructor** area each time you check into the classroom. One of your classmates may have offered feedback or insight that will be helpful to you or I may have provided information in general to assist you in your work.

Private e-mailing between student and instructor via the **NTCC e-mail** should only be used for personal, confidential situations. Any communication regarding a personal matter should be sent directly to the instructor via e-mail. No communications of a private or personal matter should be posted in the public spaces of the classroom.

Please feel free to use the Class Biography forum to initiate and participate in conversations not directly related to the course. This is an excellent opportunity to get to know other students.

Course Navigation:
Please ensure that you navigate through the entire course so you are aware of the location of course materials, email, grade book, BlackBoard help, etc. <u>It is your responsibility</u> to ensure your knowledge of the BlackBoard system. If you have any questions, please post them in the "**Ask the Instructor Forum**," or you can contact NTCC's Tech Support. There are several "tabs" to the left of the course screen that provide additional information and resournces for the course.

Internet Connection Issues:
Since this course is delivered in an online format, please ensure that you have the proper computer and Internet set-up. There are no excuses for not submitting assignments due to technology issues – in other words, "my dog ate my computer" is not a valid excuse. If you have issues regarding connectivity, please contact NTCC's Tech Support for help. If you have issues with navigating through the Blackboard system, please refer to the **"HELP"** tab to the left on the course screen.

Course Materials and Assignments:
Along with your textbook for this course, additional course materials located within the MindTap program are available as educational resources. You are also expected to use the Internet for additional research to enhance your discussions and assignments. There are several types of assignments that will be required to be completed during this course.

Discussion Questions (DQs): You will have one DQ due each week. Your initial post to the DQ is due by Day 2 (minimum word count of 50 words). You are required to respond to at least two of your peers and/or your instructor (by Day 5) as this is an open forum and we often learn from each other's posts. I expect your posts to be researched, insightful, and add value to the discussion. Please note that I do grade on grammar, spelling, and punctuation as correct use of written communication is important.
I also require that you cite and reference your information. I have posted basic information for use of APA formatting under the "Start Course Here" tab. Your responses must be in your own words. DO NOT COPY/PASTE from the textbook or the internet as this is considered plagiarism. Please see the section regarding "Academic Dishonesty".

Written Paper Assignments: There are two written paper assignments for this course. Please see information in the Blackboard classroom regarding instructions and topics.

MindTap Assignments: All of the following assignments are performed through the MindTap Learning Platform and are due by Day 7 of each week:

Quick Check: Due by Day 7 of each week.

Learning Labs: Due by Day 7 of each week.

Test Yourself: Due by Day 7 of each week.

There are no make-ups for any activities or assignments and I do not accept late work unless prior arrangements have been made. Emergencies will be considered on a case-by-case basis.

Final Comprehensive Exam: This test will be administered the last week of class and will not be available before the last week of class. Additional information regarding the

final will be posted in week of class. **There is absolutely NO MAKE UP for the final exam.**

APA (American Psychological Association) Format: APA is a specific format that is a guideline for every aspect of writing, from determining authorship to constructing a table to avoiding plagiarism and constructing accurate reference citations. This format must be adhered to for all writing assignments to avoid plagiarizing your written material, including discussion questions and peer responses. If you are unfamiliar with APA formatting, I have provided an Internet link on the **"Start Course Here"** page for reference.

ADA Statement

It is the policy of Northeast Texas Community College to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the Northeast Texas Community College Catalog or Student Handbook or you can contact the Coordinator of Special Populations at 903-434-8202, or visit the website:
http://www.ntcc.edu/index.php?module=Pagesetter&func=viewpub&tid=111&pid=1

Tobacco Use

If you come to NTCC's campus, the use of tobacco products including smokeless tobacco, smoking tobacco, electronic cigarettes, and any legal smoking preparation is prohibited in all College buildings, enclosed facilities, inner campus, and College owned vehicles.

Tobacco use is prohibited in:
  1. All enclosed buildings and facilities, including but not limited to classrooms, offices, food service areas, lavatories and residence halls
  2. All exterior areas in the inner campus and parking lots.
  3. All college owned vehicles.
Tobacco use is permitted in:
  1. Personal vehicles
  2. Designated smoking huts on the west side of campus.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred as considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college

records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Chapter Objectives

Chapter 1
- Define key terms related to the chapter
- Describe the history of medicine and the delivery of healthcare in the U.S.
- List programs and services offered as part of the continuum of care.
- Explain the difference between for-profit and not-for-profit healthcare facility ownership
- Define and provide examples of licensure, regulation, and accreditation
- Differentiate among healthcare providers and their disciplines

Chapter 2
- Define key terms related to the chapter
- Identify professional associations available to healthcare professionals
- Describe various health information management career opportunities
- List the benefits of completing academic professional practice experience

Chapter 3
- Define key terms related to the chapter
- List and define hospital categories and identify types of hospital patients
- Differentiate among freestanding, hospital-based, and hospital-owned ambulatory care settings
- List services provided by home care and hospice agencies
- Describe the various types of care found in the healthcare industry

Chapter 4
- Define key terms related to the chapter
- Define the patient record and explain its purpose
- Describe the development of the patient record and differentiate between the different patient record formats
- Identify various storage methods for health records
- Identify patient responsibilities for medical record completion

Chapter 5
- Define key terms related to the chapter
- Differentiate between computerized, electronic patient, and electronic health records

- Describe implementation issues related to electronic records
- Define and discuss the importance of regional health information organizations
- Identify administrative and clinical applications found in electronic health records

Chapter 6
- Define key terms related to the chapter
- Explain general documentation issues that impact all patient records
- Differentiate between administrative and clinical data collected on patients
- List the contents of inpatient, outpatient, and physician office records
- Describe the form design and control requirements including the role of the forms committee

Chapter 7
- Define key terms related to the chapter
- Differentiate between serial, unit, and serial-unit numbering systems
- Describe advantages and disadvantages of the use of alphabetic and numeric filing systems
- Identify the components of a file folder including color-coding, fastener position, preprinted material, and scoring and reinforcement
- Describe the procedure for organizing and managing loose filing
- Explain security measures and are needed to safeguard patient records and information from theft, fire, and water damage

Chapter 8
- Define key terms related to the chapter
- Identify and define indexes, registers, and registries maintained by healthcare facilities and state and federal agencies
- Explain the uses of indexes, registers, and registries
- Explain case abstracting requirement for patient records
- Describe the characteristics of health data collection and processes

Chapter 9
- Define key terms related to the chapter
- Identify and define health information legal and regulatory terminology
- Describe how the patient record is maintained in the normal course of business and how confidentiality of protected health information is also maintained.
- Discuss the provisions of HIPAA's privacy and security provisions
- Describe the legislation that impacts health information management

Chapter 10
- Define key terms related to the chapter

- Differentiate among classifications, taxonomies, nomenclatures, terminologies, and clinical vocabularies and how they are used in healthcare information management
- List and explain the differences among third-party payers
- List and define healthcare reimbursement methodologies

Course Calendar for HITT 1301

Week	Dates	Assignments
1	January 21 - January 26	Student Contract, Discussion Board, MindTap Assignments listed in Learning Module
2	January 27 - February 2	Discussion Board, Continuum of Care Paper
3	February 3 - February 9	Discussion Board, MindTap Assignments listed in Learning Module
4	February 10 - February 16	Discussion Board, MindTap Assignments listed in Learning Module
5	February 17 - February 23	Discussion Board, MindTap Assignments listed in Learning Module
6	February 24 - March 2	Discussion Board, MindTap Assignments listed in Learning Module
7	March 3 - March 9	Discussion Board, MindTap Assignments listed in Learning Module
8	March 10 - March 16	Discussion Board, MindTap Assignments listed in Learning Module
	March 17 - March 23	**SPRING BREAK - COLLEGE CAMPUS CLOSED**
9	March 24 - March 30	Discussion Board, MindTap Assignments listed in Learning Module
10	March 31 - April 6	Discussion Board, MindTap Assignments listed in Learning Module
11	April 7 - April 13	Discussion Board, MindTap Assignments listed in Learning Module
12	April 14 - April 20	Discussion Board, Ethical Considerations of Releasing PHI Paper
13	April 21 - April 27	Discussion Board, MindTap Assignments listed in Learning Module
14	April 28 - May 4	Discussion Board, MindTap Assignments listed in Learning Module
15	May 5 - May 9	Final Exam in MindTap
16	May 12-May 15	Instructors Week
**** See Learning Module for Specific Assignment Due Dates **Course Calendar Dates are Tentative and subject to change by Instructor**		